Subject: HIPAA Security Policies & Procedures

Title: Accountability Policy

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| Contact: HIPAA Security Officer  |

HIPAA Regulatory Information: Device and Media Control Standard

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| --- | --- | --- | --- |
| Category: | [ ]  Administrative Safeguard[x]  Physical Safeguard[ ]  Technical Safeguard | Type | [ ]  Standard[x]  Implementation Specification [ ]  Required [x]  Addressable |

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**BACKGROUND:**

The Health Insurance Portability and Accountability Act of 1996 *(HIPAA)* requires that access to Protected Health Information (PHI) shall be managed to guard the integrity, confidentiality, and availability of electronic PHI *(ePHI)* data. According to the law, [organization] must preserve the integrity and the confidentiality of individually identifiable health information *(IIHI)* pertaining to each patient or client.

SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE:

“Maintain a record of the movements of hardware and electronic media and any person responsible therefore..”

**Purpose:**

[Employer] strives to protect the confidentiality, integrity and availability of ePHI by taking reasonable and appropriate steps to establish and implement documented accountability policies and procedures, ensuring that an accurate record of the movement of electronic media containing ePHI is maintained and monitored.

Media accountability procedures are established to prevent the loss of confidentiality, integrity, or availability of ePHI. All portable media will be accounted for at all times.

Portable media would be defined as media that is transferred between users in a facility, transferred between facilities, and/or is transferred out of the practice setting to a personal setting.

**POLICY:**

[Employee and Employer] shall account for portable electronic media as outlined below.

1. Identify portable media that contains portable media
	1. Laptops
	2. External Hard drives
	3. Thumb Drive
	4. Cassette Tapes
	5. Back Up Tapes
	6. Any other portable media that
2. Maintain a Check Out/In log for portable media
3. Periodically review the log to ensure all portable media is properly accounted for